



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads
ACAO
Public

Re: January City Administrative Officer's Report

Date: February 17, 2015

Administration

- The City's FY 2016 Budget preparation process is underway. Public input is being sought by the City's Administration until March 20, 2015. In addition, opportunities for public input will be provided later at City Council FY 2016 Budget Public Hearings on April 13, and May 18, 2015.

Ideas or suggestions can be submitted to the Mayor or City Administrative Officer in writing at:
6016 Princess Garden Parkway, New Carrollton, MD 20784-2898 or by email at city@newcarrolltonmd.gov

- The City sold its black Chrysler 300, on govdeals.net for approximately \$5,100.00. The revenues received will go back into the General Fund.
- The Council Retreat took place over the January 31st weekend. I have received positive feedback from a lot of the participants. The Council expressed some great ideas about the future of New Carrollton and helped to focus on one critical issue: balancing development and growth around the Metro station, while preserving the City's neighborhoods and communities.

Code Enforcement

- Attached is the report from Code Enforcement for the month of January. Attachment 2

City Clerk

- City Clerk, Doug Barber attended the International Institute for Municipal Clerks (IIMC) Region II Conference in Dover, Delaware (January 13-16, 2015).

- Mr. Barber is also working with the Board of Elections on the upcoming City Election scheduled for Monday, May 4, 2015.

Economic Development

- The City attended a productive meeting at the county planning office in Upper Marlboro in regards to "Retail Leakage"; the pursuing discussions focused on how to attract new and quality retail to New Carrollton.
- The City attended another meeting with our county partners and the Economic Development Corporation to strategize about events, activities, and policies that may help strengthen the Metro Area and Annapolis Road.
- The City met with a company looking to relocate, and bring jobs, to New Carrollton. The City also met with 5 small businesses within the city to discuss ways they can participate in the City's economic development efforts.
- Looking forward, March 10th is the Developer Networking Tour hosted by the City; a reminder that the City Council is invited to attend , with an invite forthcoming.
- February 17th and 18th is the International Council of Shopping Centers (ICSC) - North Eastern Regional Conference of which the City will be participating in along with the cities of College Park and Bowie, and Prince George's County.

Finance and Accounting

- Monthly Budget Report: Attached is the FY2015 to FY2014 MTD / YTD July 1 - December 31 Budget Report

Human Resources

- Performance Appraisal Training was held for all Department Heads and Supervisors on January 15th. The Management Team is in the process of completing the appraisals and conducting meetings with their employees.
- On Thursday, January 22nd, the City hosted Chesapeake Employers' Insurance Worker's Compensation 101 seminar onsite in the multi-purpose room from 10:00am to 12:00pm. The event was extremely informative, and well attended by New Carrollton supervisor and managers as well as employees from other local government organizations. Claims Management, Special Investigation and Accident Investigation were a few of the topics that were discussed.
- On Monday, March 2, 2015, Maisha Williams will join the City of New Carrollton as our new Director of Finance and Accounting. Maisha has over twenty years of experience in the accounting field. She has held several management positions in accounting throughout her career, and has been the Director of Accounting for Grove Church in Portsmouth, VA for over four years. Maisha obtained her Bachelor's Degree in Accounting from Howard University and her MBA in Management from Troy State University.

CITY OF NEW CARROLLTON, MARYLAND
FOR MONTH AND YTD ENDING JANUARY 31, 2015

	ACTUAL	ACTUAL	ACTUAL	Percent		ACTUAL	ACTUAL	AMENDED	Percent		Actual
	Jan 14	Jul 13 -Jan 14	FY 14	of full yr pd		Jan 15	Jul 14 - Jan 15	BUDGET	of budget pd		FY 15-14
			(per audit)	thru YTD				FY 15	thru YTD		fav/(unfav)
STATEMENT OF REVENUES AND EXPENDITURES											
REVENUES											
Tax revenues	914,640	5,256,990	6,138,701	86%		1,260,160	5,639,931	6,083,051	93%		382,941
Other revenues	447,981	1,233,881	1,928,685	64%		130,286	896,570	1,640,500	55%		(337,311)
TOTAL REVENUES	1,362,621	6,490,871	8,067,386	80%		1,390,446	6,536,501	7,723,551	85%		45,630
Reserves and appropriations								1,731,706			
TOTAL REVENUES AND RESERVES	1,362,621	6,490,871	8,067,386	80%		1,390,446	6,536,501	9,455,257	69%		45,630
EXPENDITURES											
Personnel - General Government	75,499	729,319	1,284,889	57%		72,250	704,192	1,394,909	50%		25,127
Personnel - Public Safety	126,151	1,098,796	1,787,515	61%		127,643	1,178,288	2,060,510	57%		(79,492)
Personnel - Public Works	126,738	1,031,679	1,657,321	62%		118,364	1,035,898	1,934,804	54%		(4,219)
TOTAL PERSONNEL	328,388	2,859,794	4,729,725	60%		318,257	2,918,378	5,390,223	54%		(58,584)
Operations - General Government	77,009	384,540	631,219	61%		48,622	324,238	764,280	42%		60,302
Operations - Public Safety	19,414	174,072	328,403	53%		31,255	194,562	432,209	45%		(20,490)
Operations - Public Works	99,517	477,339	928,627	51%		109,891	514,797	1,078,200	48%		(37,458)
TOTAL OPERATIONS	195,940	1,035,951	1,888,249	55%		189,768	1,033,597	2,274,689	45%		2,354
Capital - General Government		52,886	87,018	61%		5,808	38,329	179,500			14,557
Capital - Public Safety	22,710	81,799	95,097	86%		10,342	24,415	153,950			57,384
Capital - Public Works		525,744	602,620	87%		37,930	121,895	501,817			403,849
TOTAL CAPITAL	22,710	660,429	784,735	84%		54,080	184,639	835,267			475,790
Weinbach scholarship		5,674	5,674	100%			2,000	4,500	44%		3,674
TOTAL EXPENDITURES	547,038	4,561,848	7,408,383	62%		562,105	4,138,614	7,500,953	55%		423,234
Reserves and appropriations								610,793			
TOTAL EXPENDITURES AND RESERVES	547,038	4,561,848	7,408,383	62%		562,105	4,138,614	9,115,472	45%		423,234
REVENUE OVER EXPENSES BEFORE FINANCING	815,583	1,929,023	659,003			828,341	2,397,887	339,785			468,864
Net financing costs	24,503	194,052	376,571	52%		21,280	166,250	339,785	49%		27,802
REVENUE OVER EXPENSES AFTER FINANCING	791,080	1,734,971	282,432			807,061	2,231,637	-			496,666

	BENEFITS ANALYSIS										
			FULL YEAR								
	ACTUAL	PCT OF	ACTUAL	PCT OF			ACTUAL	PCT. OF			
	Jul 13 -Jan 14	WAGES	Jul 13-Jun 14	WAGES			Jul 14 - Jan 15	WAGES			
Detail of Personnel Costs:											
Wages	1,888,779		3,309,709				1,918,587				
FICA	140,487	7.4%	249,531	7.5%			141,130	7.4%			
Health & Life Insurance	403,702	21.4%	635,995	19.2%			535,964	27.9%			
Less: Employee Contribution							(70,511)	-3.7%			
Employee Assistance Program	3,500	0.2%	3,500	0.1%			4,030	0.2%			
Workman's Comp	97,415	5.2%	184,083	5.6%			76,330	4.0%			
Retirement & Pension	315,352	16.7%	320,928	9.7%			307,859	16.0%			
TOTAL BENEFITS	960,456	50.9%	1,394,037	42.1%			994,802	51.9%			
TOTAL PAYROLL AND BENEFITS	2,849,235		4,703,746				2,913,389				
*****	*****	*****	*****	*****		*****	*****	*****	*****	*****	*****
	CASH AND INVESTMENTS SUMMARY										
		Jan-14					Jan-15				
Cash Balance:											
TD Bank General		459,390					203,074				
TD Bank Payroll		63,202					194,745				
Suntrust Speed Camera		327,548					310,839				
Petty Cash		500					500				
TD Bank Money Market		221,678					223,678				
PNC MD Pool General		8,814,863					9,685,516				
PNC MD Pool Cable TV		230,523					303,844				
PNC MD Pool Global Signal		477,263					477,493				
PNC MD Pool Weinbach Scholarship		47,849					45,222				
TOTAL CASH		10,642,815					11,444,912				
Fidelity CD's											
TOTAL CASH & INVESTMENT		10,642,815					11,444,912				

Attachment_2_C.E. Report

Department of Code Enforcement

Monthly Activity Report

January, 2015

Code Enforcement made a survey of all the telephone poles in the City of New Carrollton for the purpose of identifying those having excess wires and cables and having them removed, with the exception of power cables belonging to PEPCO. Five hundred twenty two **(522)** poles were found to have excess wires and or cables.

In addition, we have identified some private properties that have electrical/utility lines that are too low to the ground. Violation notices have been sent to several of these owners whose properties do not have the proper ground clearance, or other issues, such as lines not being secured properly to the house.

We have a property on Carrollton Court that has constructed a retaining wall in the front yard without permits. They have been issued a violation notice. This project will eventually have to be submitted to the New Carrollton Board of Zoning Appeals.

There is a property on Sprague Place that is discharging water directly onto a City sidewalk causing damage.

A violation notice was issued to the owner of the property who will have to coordinate with the Department of Public Works to run the drain line to the street.

An illegal structure was found on 89th avenue. After Code Enforcement contacted those responsible for the construction. the structure was removed.

Two other structures were found lacking in permits and are currently in various stages of code enforcement.

We are still actively writing leaf accumulation violations throughout the City.

Statistics for other categories of violations for the month were included in the year-end report previously submitted.